



Central Florida Tourism Oversight District

Board of Supervisors Meeting

REGULAR MEETING MINUTES

July 25, 2025

On Friday, July 25, 2025, the Central Florida Tourism Oversight District Board of Supervisors met in regular session at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida. The meeting was posted in accordance with Florida Statutes, and a quorum was present.

Board of Supervisors Present:

Chair Alexis Yarbrough
Supervisor Brian Aungst Jr.
Supervisor John Gilbert
Supervisor Scott Workman

Board of Supervisors Absent:

Supervisor Bridget Ziegler

CFTOD Staff:

District Administrator S.C. Kopelousos
Deputy District Administrator Mike Crikis
Chief of Finance Susan Higginbotham
Chief Strategic Officer Chad Colby
District Attorney Roy Payne
District Clerk Alycia Mills
Director of Security and Emergency Management Tanya Naylor
CFTOD Operational Safety Consultant Eddie Fernandez
Contracting Officer Tiffany Kimball
Chief Information Officer Yenni Hernandez
Assistant Chief – Operations Roger Smith
Director of Energy Services Chris Ferraro
Planning & Engineering Manager Katherine Luetzow
Director of Facilities Douglas Henley
Director of Building & Safety Ella Hickey
Director of Public Works Jason Herrick
Director of Environmental Sciences Wendy Duncan
Director of Utility Business Affairs Jennifer Albritton

1. Call to Order

Chair Yarbrough of the Central Florida Tourism Oversight District Board of Supervisors called the regular meeting at 10:30 a.m. at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

2. Opening Invocation

An opening Invocation by Fire Chaplain Billy Dover

3. Pledge of Allegiance

Pledge of Allegiance was led by Chief Eric Ferrari

4. PUBLIC COMMENT

There were no requests for public comment, and no public comment was made at this meeting.

5. CONSENT AGENDA

Confirming there were no objections, Chair pulled Item 5.4 authorizing the District Administrator to execute an amendment to the WMCA easement, from the Consent Agenda for consideration at a future meeting.

Supervisor Aungst moved to approve the Consent Agenda, which motion was seconded by Supervisor Workman. There was no discussion among the Supervisors, and the Consent Agenda was approved by a unanimous vote.

6. REPORTS

6.1 Informative Report – Semi-Annual Easement Report

Planning & Engineering Manager Katherine Luetzow gave a brief summary explaining the report, which included a listing of temporary easements in which the District was the Grantor, executed by the District Administrator from January 1, 2025, to June 30, 2025.

6.2 Management Report

The District Administrator acknowledged Katherine and the Planning & Engineering team for doing such a great job implementing the new rules for the MS4 Permit that the Florida Department of Environmental Protection will now share this plan created by Katherine and her team with the entire state of Florida.

The District's construction team, Craig Sandt construction manager, as well as Chris Ferraro, Energy Services Director and her team, received acknowledgements for great service to the District and its taxpayers.

District Administrator closed with thanking the Board for their leadership and dedicated service to the District.

7. GENERAL BUSINESS

7.1 Purchase of one Monarch heavy rescue fire apparatus from Sutphen Corporation in the amount of \$1,837,645

Fire Chief Eric Ferrari presented information on Item 7.1 and recommended Board approval to purchase one Monarch heavy rescue fire apparatus replacing 2006 Apparatus from Sutphen Corporation.

Chair Yarbrough made a statement of how impressed she was with the functionalities of this truck and the complexities of the equipment it carries. There was no other Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Workman, the Board unanimously approved Item 7.1.

7.2 Establishing the budget for the rehabilitation of Cooling Tower #5 & #6 project at the Central Energy Plant in the amount of \$1,650,000 - execute Contract #C006821 with Harper Limbach LLC for construction services in the amount of \$1,438,683 plus 10% contingency for a total amount of \$1,582,551; and approving an allowance for RCES design/support services fees not-to-exceed \$50,000

Energy Services Director, Chris Ferraro presented information on Item 7.2 and recommended Board approval of contract #C006821 with Harper Limbach LLC for the rehabilitation of Cooling Tower #5 & #6 project at the Central Energy Plant.

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Workman, the Board unanimously approved Item 7.2.

7.3 Establishing the initial budget for the 69kV Transformer Replacement Program – Theme Park Substation project in the amount of \$6,000,000 - execute a task work order under Continuing Services Agreement Contract #C006661 with QTIB Engineers LLC for professional services in the amount of \$139,130 plus 10% contingency for a total amount of \$153,043; and approving an allowance for RCES design/support services fees not-to-exceed \$50,000

Energy Services Director, Chris Ferraro presented information on Item 7.3 and recommended Board approval of contract #C006661 with QTIB Engineers LLC for professional services; and approval of allowance for RCES design/support services.

There was no Board discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Workman, the Board unanimously approved Item 7.3.

7.4 Proposed Budget & Millage Presentation FY26

Director of Finance Susan Higginbotham explained this is the first of four meetings discussing the budget. August's meeting will include a budget workshop as well as a budget presentation from utilities.

Susan presented information and background on item 7.4, recommending Board approval for a proposed millage rate of 12.4236.

Upon Chair Yarbough's request, the District Administrator gave a short explanation as to the relationship between the proposed millage rate and the anticipated taxes to be collected. There were no further questions or discussion. Upon motion by Supervisor Aungst, seconded by Supervisor Gilbert, the Board unanimously approved Item 7.4.

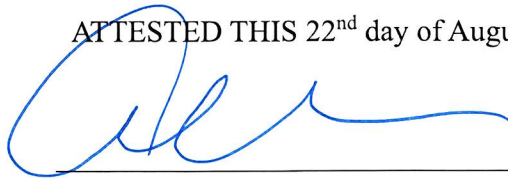
8. OTHER BUSINESS

Chair Yarbough asked if there was any further business to discuss.

9. ADJOURN

There being no further business to come before the board, the Chair adjourned the meeting at 10:59 a.m.

ATTESTED THIS 22nd day of August



Alexis Yarbough, Chair
Central Florida Tourism Oversight District



Alycia M Mills, District Clerk

